

A Certain Way To Business and Personal Success

(From Track 03 - Decide Exactly What You Want To Do in Brian Tracy's *21 Ways to Build A Business*)

DECIDE EXACTLY WHAT YOU WANT TO DO!

Clarity

You must be clear about what it is that you want – what it is you are doing - and why you are doing it, at every step of your life. You must know and see how everything you do fits in with your life.

Goal Orientation

Successful people are intensely goal orientated. They know what they want and are working towards the achievement of their goals every single day.

A Simple 7 Part Goal Setting Formula

1. Decide exactly what you want – formulate a goal
2. Then write it down (a goal not written down is merely a wish or a fantasy)
3. Set a deadline and even sub-deadlines if the goal is large and long-term
4. Make a list of everything you will have to do to achieve your goal.
5. Make a plan - organize your list by setting priorities on the list activities
6. Take action – Do this immediately DO IT NOW! And develop a sense of urgency. You must be intensely action orientated.
7. Do something every single day – Maintain momentum by doing something that will move you towards your goal daily

The Best Goal Setting Exercise

(Practice it over and over again during your life)

1. Start with a blank sheet of paper
2. Make a list of 10 goals that you want to accomplish in the next 12 months (write your goals in the present tense, as if you already accomplished them and start every goal with the word I)
3. Go over your list of 10 goals and select that one goal that will have the greatest impact on your life, if you were to achieve it
4. Take your chosen goal and write it on the top of a separate sheet of paper. Then write down a deadline for it. And then formulate a plan. Take action on the plan immediately, and resolve to do something every day until you achieve your goal.